

Michigan Department of Education
Driver Education Reimbursement Report SM-4339
Completion Instructions

CHECK ALL THAT APPLY SECTION

If your school district operated the entire program through September 30, 2002 and were not a part of a consortium, check box 1. If your school district operated a driver education program through September 30, 2002 and was also part of a driver education consortium, check boxes 1 AND 2. If your district operated a driver education program for part of the year, but discontinued prior to September 30, 2002, check box 3. If your school district operated a driver education for part of the year, and was a part of a consortium, check boxes 2 and 3. If your school district discontinued driver education prior to October 1, 2001, check box 4.

A. PROGRAM INFORMATION

Report the total number of students completing Segment 1 and Segment 2 of the driver education course in fiscal year 2001-2002, excluding students from other school districts for whom you received a Certificate of Participation. Certificate of Participation students may only be claimed by their resident school district. It is the resident school district's responsibility to reimburse each local public and/or driver training school, at the designated state stipend rate, for each resident student completing driver education course requirements. The school district will only be reimbursed for students completing all required classroom and behind the wheel experience. If the student dropped out of the program prior to completing all course requirements, the district is ineligible to receive the state stipend for those students failing to complete the course. The reimbursement factor fiscal year 2001-2002 cannot be calculated until all driver education cost reports have been submitted and tabulated.

1. The Segment 1 driver education course consists of a minimum of 24 hours of classroom instruction and 6 hours of actual driving experience. Students must complete all course requirements to be eligible for reimbursement.

Line 1.a. Report number of students completing your school district's Segment 1 driver education program.

Line 1.b. Report number of students who completed Segment 1 at a consortium serving two or more school districts.

If NO students are reported on both lines 1.a. or 1.b., then NO costs will be allowed to be entered in Part B (Program Costs). If students ARE reported on either lines 1.a. or 1.b., then costs MUST be reported somewhere in Part B in the Segment 1 column.

Line 1.c.(1) Report number of students who used a certificate of student participation and completed Segment 1 at another LEA.

Line 1.c.(2) Report number of students who used a certificate of student participation and completed Segment 1 at a driver training school.

THE TOTAL NUMBER OF STUDENTS CLAIMED FOR SEGMENT 1 WILL BE AUTOMATICALLY CALCULATED ON EDN. Fill in on worksheet to verify numbers.

2. The Segment 2 driver education course consists of a minimum of 6 hours of classroom instructions.

Line 2.a. Report number of students completing your school district's Segment 2 driver education program.

Line 2.b. Report number of students who completed Segment 2 at a consortium serving two or more school districts.

If NO students are reported on both lines 2.a. or 2.b., then NO costs will be allowed to be entered in Part B (Program Costs). If students ARE reported on either lines 2.a. or 2.b., then costs MUST be reported somewhere in Part B in the Segment 2 column.

THE TOTAL NUMBER OF STUDENTS COMPLETING SEGMENT 2 WILL BE AUTOMATICALLY CALCULATED ON EDN. Fill in on worksheet to verify numbers. (This number is for reporting purposes only. Reimbursement is based on the total number of students reported having completed segment 1.)

STUDENT FEE INFORMATION

If you charged a fee for segment 1 and/or segment 2, enter the fees accordingly. If listing the fees separately, you will not be allowed to list a combined fee. Only enter a "combined fee" if you charge one fee for both segment 1 and segment 2. If listing a combined fee, you will not be allowed to list separate segment 1 and segment 2 fees. If you have multi-level fees (i.e. separate fees for in-district and out-of-district students, etc.), enter YES. You will be contacted at a later date to get a breakdown of the fee structure.

PROGRAM COST DATA

Report costs by type of program offered if you entered data on lines 1.a. or 1.b. (Segment 1) or lines 2.a. or 2.b. (Segment 2). Only LEA's may act as fiscal agents, and if an ISD offers a driver education program for a consortium of LEA's, **each** LEA must still file for reimbursement for its own students.

ALL FIGURES IN THE TOTAL COLUMN WILL BE AUTOMATICALLY CALCULATED ON EDN. The total figure should indicate the total costs of both the segment 1 and segment 2 subcategories. Fill in on worksheet to verify numbers.

FUNCTIONS: INSTRUCTION

Line 2: Segment 1 and Segment 2 teacher salaries
Report total teacher salaries for each of Segment 1 and Segment 2 in respective columns.

Total teacher salaries
Add teacher salaries in Segment 1 column and Segment 2 column. Record total teacher salaries paid on Line 2, in the Total column.

FUNCTIONS: SUPERVISION AND CLERICAL

Line 4: Supervisor Salary
Report that portion of the Supervisor/Director's salary that is attributable to driver education program responsibilities in the respective program offerings. Report costs on Line 4 for Segment 1 column and Segment 2 column.

Line 5: Clerical Salary
Report that portion of cost directly attributable to driver education tasks conducted by clerical staff. Record costs on Line 5 for Segment 1 column and Segment 2 column.

Total Supervision/Clerical Salaries
Add supervisor and clerical costs reported on Lines 4 and 5 for Segment 1 and 2 columns. Record total supervision and clerical expenses on Line 5, Total column.

FUNCTION: EMPLOYEE BENEFITS

Line 7: Employee Benefits for Instruction
Report costs as applicable for fringe benefits attributable to driver education instruction. Include costs such as FICA, insurance and retirement. Report fringe benefits on Line 7 for each type of program offered, in each of Segment 1 and Segment 2 columns.

Line 8: Employee Benefits for Support Services
Report cost of fringe benefits attributable to driver education for supervisory and clerical support provided. Include costs such as FICA, insurance and retirement. Report fringe benefits on Line 8 for each type of program offered, in each of Segment 1 and Segment 2 columns.

Total Employee and Support Services Fringe Benefits
Add all costs reported on Lines 7 and 8, Segment 1 and Segment 2 columns. Report total on Line 8, in the Total column.

FUNCTION: OPERATIONAL EXPENSES

Line 10: Vehicle Insurance
Report that portion of vehicle insurance directly attributable to insurance cost associated with the driver education vehicles. If the vehicle is used for other school functions the total insurance cost must be prorated based on time used for driver education. Example: If the vehicle is used for school purposes 12 months per year, but used for driver education one month per year, the allowable insurance expense would be 1/12 of the total insurance cost. Report the vehicle insurance cost attributable to driver education in the Segment 1 column on Line 10. **Note:** Vehicle insurance is not an allowable expense for Segment 2 because no driving experience is provided in the Segment 2 program.

Line 11: Leasing of Vehicles/Purchase
Report that portion of vehicle lease/purchase expenses attributable to driver education. If the vehicles used in driver education are dealer loan/lease and are used for driver education purposes exclusively, 100 percent of the cost would be recorded.

If the leased/owned vehicle used for driver education is also used for other school functions, a pro-rata cost must be calculated. Example: The vehicle is a school district owned vehicle. It is used 11 months per year for school functions and one month per year for driver education purposes. The calculation for driver education purposes would be 1/12 of the vehicle cost.

Report the lease purchase cost attributable to driver education in the Segment 1 column on Line 11. **Note:** No vehicle lease/purchase cost will be attributable to the driver education program for Segment 2 because no driving experience is provided in the Segment 2 program.

Line 12: Vehicle Repair/Damage
Report uninsured expenses associated with driver education vehicle damage on Line 12. If the vehicle was damaged in a collision or due to vandalism, the uninsured cost (deductible) is considered a driver education program operational expense. Use the same prorated cost allocations as mentioned for Vehicle Insurance and Leasing of Vehicles. **Note:** No vehicle damage expenses should be reported on the Segment 2 column because no driving experience is provided in the Segment 2 program.

Line 13: Vehicle Maintenance (Gas, Oil, etc.)
Report expenses incurred that are directly attributable for driver education vehicle maintenance. Report vehicle maintenance cost for the program on Line 13, in the Segment 1 column. **Note:** Vehicle insurance is not an allowable expense for Segment 2 because no driving experience is provided in the Segment 2 program.

Line 14: Program Materials

Report cost of textbooks, paper, pencils, and other classroom or on-the-street instructional materials used directly in the driver education program. Report costs on Line 14 for each program offered in the Segment 1 and Segment 2 columns.

Line 15: Workshops, Conference Fees

Report cost incurred resulting from employee participation in driver education workshops and/or conferences on Line 15. If the school district conducted teacher workshops in preparation for teaching the program, said expenses are allowable. If teachers or administrators attended driver education conferences or regional workshops, the cost of registration fees, mileage and meals are allowable expenses. Report program workshop and conference expenses on Line 15 in the proper Segment 1 and Segment 2 related columns.

Line 16: Contractual Services

Report cost related to contractual arrangements with instructors, commercial driving schools and/or neighboring school districts and/or intermediate school districts not already claimed on lines 1 through 15. Report contractual services on Line 16 in the proper Segment 1 and Segment 2 columns.

Total Operational Expenses

Add Segment 1 column lines 10, 11, 12, 13, 14, 15, and 16, and Segment 2 column lines 14, 15, and 16. Report the total on Line 16 in the Total column.

Line 17: Total Program Cost

Add the function totals from the total column on lines 2, 5, 8 and 16. Report the total on Line 17 in the Total column.

The Segment 1 and Segment 2 totals on line 17 will also be automatically calculated on the EDN report.

Once you have entered all of the information through EDN, and the totals are calculated, be sure to release the information to the department by certifying the completion process.